COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This inspection guide is developed to support AFI 90-201, and AFI 90-201 USAFE Supplement 1, *Inspector General Activities*, **inspection programs**. This guide identifies compliance items that support AFMAN, AFTO, etc.) and United States Air Forces in Europe (USAFE) publications. It applies to all USAFE Chaplain units and members as indicated in paragraph **2.** This guide supports guidance in AFPD 52-1, AFI 52-101, 102, 104, and all associated USAFE supplements. This guide applies to active duty USAFE units and those reserve forces assigned to USAFE. This guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, **Recommendations for Change of Publication**, to USAFE Command Chaplain Directorate, HQ USAFE/HC, UNIT 3050 BOX 50, APO AE 09094. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, Records Disposition Schedule.

1. General. The items do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use USAFE inspection guides in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this guide in whole or in part during visits or exercises.

1.1. **Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI).** Items identified by funcitonal managers to prioritize command requirements and to allow the USAFE/IG inspectors to assess criticality of deficiencies.

1.1.1. **CCGI.** Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs are referred to as significant guide items requiring direct IG evaluation.

1.1.2. **CGI.** CGI are areas that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation.

2. Applicability. All items on this inspection guide are assigned an applicability code designating to which type of unit the item applies. Applicability code 3 designates the following main operating bases: Aviano, Incirlik, Lajes, Lakenheath, Mildenhall, Ramstein, and Spangdahlem. Applicability code 4 designates Air Support Operations Group (ASOG), including associated Air Support Operations Squadron (ASOS). Applicability code 7 designated Keflavik.

Table 1. Inspection Items for Chaplain Units - Ministry and Worship.

Item Number	Item	Reference	Applicability Code	Yes/ No
1.	**Ministry and Worship**			
1.1.	Do Auxiliary chaplains meet the same educational requirements as Air Force Chaplains and are they approved in writing by their religious body?	AFI 52-101, para 2.3.1	3,7	
1.2.	If denominational services are being held, is there a documented need for those services?	AFI 52-101, para 2.3.3	3,7	
1.3.	Do chaplains perform or provide Holy Day observances and advise commanders, and other military and civilian leaders regarding these observances?	AFI 52-101, para 3.2.1	3,7	
1.4.	Does the wing chaplain with their staff, plan and implement worship opportunities in response to local needs assessments, and available resources?	AFI 52-101, para 3.2.2	3,7	
1.5.	Does the wing chaplain and their staff approve the display and distribution of religious literature to inform the base population?	AFI 52-101, para 4.6	3,7	
1.6.	Do chaplains provide professional advice and pastoral guidance to military leaders in matters pertaining to religious expression, religious conviction, and the accommodation of practices?	AFI 52-101, para 5	3,7	
1.7.	Does the wing chaplain and their staff measure Global Ministry strategies using AF Form 1270, **Air Force Chaplain Service Customer and Personnel Satisfaction Survey**, and AF Form 1270a, **Chaplain Service Statistical Report**?	AFI 52-101, para 6.1	3,7	

Table 2. Inspection Items for Chaplain Units—Leadership.

Item Number	Item	Reference	Applicability Code	Yes/ No
2	**Leadership**			
2.1.	Has the Wing Chaplain implemented a comprehensive Chaplain Service program to meet the spiritual, religious, and moral needs of assigned personnel and their families?	AFPD 52-1, para 3.3	3,7	
2.2.	Do chaplains execute ministry tailored to support operational readiness and the free exercise of religion?	AFPD 52-1, para 3.4	3,7	
2.3.	Is there a documented system in place to ensure the required percentage of AF Form 1270, Customer Surveys are distributed and data tabulated?	AFPD 52-1, para 4, Attch 2, and AF Form 1270 and 1270A	3,7	
2.4.	Are Geographically Separated Locations (GSL) being supported as required by applicable support agreements? (Applicable Support Agreements)	Applicable Support Agreements	3,7	
2.5.	Are DOD guidelines related to Criminal History Background Checks for contractor and volunteer personnel providing childcare, religious education coordinators, and youth group leaders being followed?	DODI 1402.5	3,7	

Table 3. Inspection Items for Chaplain Units--Readiness.

Item Number	Item	Reference	Applicability Code	Yes/ No
3.	**Readiness**			
3.1	Has the Wing Chaplain established a readiness training environment?	AFI 52-104 para 5.1.1	3,7	
3.2	Has the Wing Chaplain developed and coordinated plans, annexes, and operating instructions for base contingency operations to include CS input to the Base Support Plan?	AFI 52-104 para 5.1.3.	3,7	
3.3	Has the Wing Chaplain established a Chapel Control Center (CCC) and alternates for contingency requirements?	AFI 52-104 para 5.1.5.	3,7	
3.4	Has the Wing Chaplain evaluated all aspects of CS unit readiness training and maintained required documents (individual training records, mobility folders, etc.?)	AFI 52-104 para 5.1.6	3,7	
3.5	Has the Wing Chaplain established and coordinated the Chapel Contingency Support Operating Instructions with MAJCOM: exercised the established plan annually; and maintained liaison with civilian clergy for support during contingencies? (**NOTE:** Overseas locations use host nation support agreements)	AFI 52-104 para 5.1.7	3,7	
3.6	Has the Wing Chaplain appointed a readiness functional area manager (FAM)?	AFI 52-104 para 5.1.8.	3,7	
3.7	Is the Readiness FAM responsible for the base CS readiness program and does he/she provide documented training IAW AFMAN 10-100?	AFI 52-104 para 5.2.2	3,7	
3.8	Does the FAM report readiness, equipment and training status IAW Reporting Status of Aerospace Expeditionary Forces (AFI 10-244) and maintain a roster of CS personnel who are on profile to include get-well date?	AFI 52-104 para 5.2.3	3,7	

Item Number	Item	Reference	Applicability Code	Yes/ No
3.9	Does the FAM maintain liaison with the Installation Deployment Officer (IDO), Unit Deployment Manager *(UDM), base plans office (XP), medical readiness (SG), full spectrum threat response (CEX) and MAJCOM/FOA/DRU CS readiness FAM?	AFI 52-104 para 5.2.5	3,7	
3.10	Does the Wing Chaplain/NCOIC include the CS portion of the BSP in a Chaplain Contingency Support Operating Instruction (OI), which describes how coordination/ integration with ARC HC personnel assigned and how ARPC HC IMA personnel will be utilized?	AFI 52-104 para 5.3.1	3,7	
3.11	Is the CS portion of the BSP exercised at least annually or to meet unit requirements?	AFI 52-104 para 5.3.1	3,7	
3.12	Does the Wing Chaplain provide documented Phase 2 readiness training?	AFI 52-104 para 6.1.2	3,7	

Table 4. Inspection Items for Chaplain Units—Funds.

Item Number	Item	Reference	Applicability Code	Yes/ No
4	**Chaplain Funds**			
4.1	Have Chaplain Fund Government Purchase Card (GPC) cardholders been appointed in writing?	USAF Chaplain Service Non-appropriated Fund IMPAC Program Operating Procedures, para 5.1)	3,7	
4.2	Have all Chaplain Fund GPC cardholders been trained?	USAF Chaplain Service Non-appropriated Fund IMPAC Program Operating Procedures, para 4)	3,7	
4.3	Do all GPC purchases meet the criteria for authorized transactions?	USAF Chaplain Service Non-appropriated Fund IMPAC Program Operating Procedures, para 5.3)	3,7	
4.4	Are GPC general acquisition procedures being applied?	USAF Chaplain Service Non-appropriated Fund IMPAC Program Operating Procedures, para 6)	3,7	

Item Number	Item	Reference	Applicability Code	Yes/ No
4.5	Does the Wing Chaplain ensure that non-appropriated funds are not used to finance direct mission requirements of the chapel or chapel programs?	AFI 65-601, v1, Section 4M, para 4.32.3 and A para 1 and 1.1	3,7	
4.6	Is the Chaplain Fund in compliance with requirements for reporting cumulative contract amounts or honoraria over $600 to the Internal Revenue Service?	Title 26, US Code (IRS) Subtitle A, Chapter 1, Sub-Chapter B Part VI, Section 170(f)	3,7	

JEFFREY A. DULL, Ch Lt Col, USAF
Deputy Command Chaplain